

**CONFIDENTIAL**

OCHR M81- 081

05 MAR 1981

MEMORANDUM FOR: Director of Communications

25X1 FROM: 

Chief, Human Resources Division, OC

25X1 SUBJECT: Monthly Report for February 1981 

1. The processing of six TCS applicants was discontinued during the reporting period. Five indicated no further interest and one did not satisfy security qualifications. The TCS Applicant Program has been incorporated into the VM system. Future plans include maintaining a three-part program consisting of Active Files, Cancellation Files and TCS Class Files identifying the enrollment in each class scheduled for TCS training during the year.

3. All Panel D CMO's were involved in obtaining statistical data concerning TCS positions and personnel. A major portion of this study involved the identification of underlaps, both foreign and domestic, during the March-September 1981 rotation period. At this writing it appears that Panel D will be unable to staff 40 domestic and 30 overseas positions until hiring relief is granted and employees are trained. Ten man years of underlap are also being projected for the next eight month period.

5. The three-week SC-3 contractor training concluded on 13 February and a verbal arrangement has been worked out with Engineering for several of the contractors to remain  to assist in the renovations and eventual SC-1B removal at the School. Their assistance will be temporary and subject to SC-3 engineering priorities.

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[REDACTED]

7. TCS Class 2-81 commenced on 02 March with fourteen students enrolled. [REDACTED]

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8. Panel N did not experience any gains or losses during this reporting period. Panel N is currently 26 employees understrength. Panel D is presently 48 employees understrength. [REDACTED]

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9. The curriculum and schedule for the OC Management Seminar, to be held 8 - 13 March 1981, has been approved by the D/CO. Final preparations for the running are being handled by RASD. Mr. Jack [REDACTED] will serve as the course coordinator. [REDACTED]

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10. [REDACTED] Psychological Services, OMS, presented a two-hour briefing on Stress [REDACTED] on 19 February. The briefing was well received by attendees who included representatives from DND, SSD, and CSD. [REDACTED] has agreed to present another seminar [REDACTED] in the future. [REDACTED]

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11. RASD recently received ten sets of "Mathematics for Science and Technology" which is published by Heath (Schlumberger). The material was purchased to prepare individuals for enrollment in the Capitol Institute, and it also can be used by any individual to upgrade mathematical skills. The Educational Support Department will administer the courses as part of the self-study program. [REDACTED]

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12. A word processor feasibility study [REDACTED] has been completed and will be coordinated with the ODP representative for consideration of purchasing word processors [REDACTED]

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13. A meeting was conducted on 20 February at DND between [REDACTED] Technical training representatives, several DND Technical Section Chiefs, and the DND Training Coordinator. This meeting was a preliminary effort to identify the unique technical training requirement at DND and to determine the best means of satisfying these needs. [REDACTED]

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14. PCEL profiles for all applicable employees in Panels D, E and N have been pouched to Area and Component Chiefs for use during counseling. [REDACTED]

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15. Members of the AEB staff attended a meeting on 27 February 1981 with [REDACTED] OPPPM, to discuss the details of an accelerated recruiting effort for OC. [REDACTED]

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16. [REDACTED] visited [REDACTED] on 23 February 1981 to discuss the possibility of scheduling additional SC-3 training courses during the summer peak rotational period. [REDACTED]

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17. Graduation ceremonies for TCS Class 2-80 were held in the  27 February.  addressed the graduates and their guests and presented the certificates of achievement.   
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